

HISTORIC PRESERVATION COMMITTEE MINUTES
OF JANUARY 10, 2011 MEETING

Meeting called to order by Chairperson, Carl Scott at 4:00 P.M. in Conference Room 108 of City Hall Plaza.

PRESENT: Carl Scott, Chairperson, Ken Wood, Vice Chairperson, Alderman Dave LaFontaine, Gary Gray, David Korth, and Scott Noble.

ABSENT:

ALSO

PRESENT: Keith Strey, Finance Director; Ruth Voss, Historic Preservation Association; Denise Sonnemann, Executive Director of Main Street Marshfield; Kyle Kearns, Planning Intern; Josh Miller, Planner/Zoning Administrator.

Approval of the Minutes of December 6, 2010 Meeting.

HP11-01 Motion by Alderman LaFontaine, second by Wood to approve the minutes of the 12/06/2010 meeting.

All ‘Ayes’ Motion Carried.

Approval of the Minutes of December 20, 2010 Special Meeting.

HP11-02 Motion by Alderman LaFontaine, second by Wood to approve the minutes of the 12/20/2010 Special meeting.

All ‘Ayes’ Motion Carried.

Citizen Comments.

Gray stated that he was not present at the special meeting in December and would like an explanation of why the Committee needed 2,000 brochures for the W 5th/6th Street Historic District.

Noble expressed a concern that the “Old Cheese Factory” (Casa Loma) is being torn down and the Committee was not notified and had no opportunity to be involved in the process. Gray stated that the Committee should look at the study completed five years ago to help identify potential sites to protect. Scott added that we need to educate ourselves as well as the public and develop a list of sites the Committee should actively work to protect.

Denise Sonnemann said that Main Street would like to hold a joint meeting with the Historic Preservation Committee in the spring. Scott added that at a joint meeting, we could address any changes made to the Certificate of Appropriateness Guidelines.

Update on Budget Process.

Keith Strey stated that the City has a very clear and strict policy on what can be carried forward from the previous year’s budget. Examples of projects that may be eligible for a carry forward is a multi year implementation project, an ongoing planning project, or if a project is tied to a contract. What the Committee can’t do with their budget is carry forward money that had not been designated for a specific project. If an emergency situation does occur, the Committee could make a request to the Common Council for funds from the City’s overall contingency fund.

Strey said that the key to successful budgeting is communication with staff. He also suggested that staff prepare periodic financials of the Committee's budget. Staff will start off preparing financials quarterly and increase the frequency as needed during budget planning and towards the end of the year.

Strey was asked if the Committee has to spend the entire budget to get the same budget for the following year. Strey stated that each year is looked at individually. If the Committee has special projects and can justify an increase in the request, an increase in budget could be granted even if the entire funds were not spent the previous year. Strey added that in order to justify the budget it should be detailed.

Update on Student Writing Contest about Historic Buildings.

Wood said the writing assignment (contest) would be handed out the second semester to the AP English classes. Teachers will pare down the best entries and pass them along for the Committee. We can expect 50-100 entries. Scott suggested that Wood work with the teachers to develop a policy statement for the judging criteria and bring that information to next month's meeting. Additional ideas should be emailed to Wood.

Update on Having a Display at the Cultural Fair on Saturday, February 26, 2011.

Tom Ptak, President of the North Wood County Historical Society, will be at the Cultural Fair representing Upham Mansion. Noble stated that he would share a display with the Ruth Voss of the Historic Preservation Association. He would like to display the walking tour brochures and have a 1 page description of the Historic Preservation Committee available.

HP11-03 Motion by Wood, second by Gray to rent a display area at the Cultural Fair for \$20.00.
All 'Ayes' Motion Carried.

Update on the Saturday Review Session of the Local Historic Preservation Plan.

HP11-04 Motion by Wood, second by Gray to set aside March 12 and 26 for a Committee planning meeting with the date to be decided at a future meeting.
All 'Ayes' Motion Carried.

Gray suggested we have a more detailed 2011 budget to be able to plan more effectively.

Update on Televising Future Historic Preservation Committee Meetings.

HP11-05 Motion by Alderman LaFontaine, second by Wood to table this discussion for the March planning meeting.

Discussion of Recommended Changes to the Certificate of Appropriateness Guidelines and Scheduling a Special Meeting with the State Historic Preservation Office.

Joe DeRose from the State Historic Preservation Office is willing to travel to Marshfield and attend a special meeting to discuss potential changes to the Certificate of Appropriateness section of the Municipal Code. The meeting will be scheduled the meeting for Monday, January 24th at 4:00 pm.

Staff was asked to find out if there is a cost for Mr. DeRose attending the special meeting. Staff will notify Committee members of the location prior to the meeting.

Discussion of 2012 Budget.

Item will continue to be on future agendas for discussion.

Set Meeting Date and Future Agenda Items.

A Special Historic Preservation meeting will take place on Monday January 24, 2011 to review the Certificate of Appropriate Guidelines. The next regular Historic Preservation Committee meeting will take place on Monday February 7, 2011. The agenda should include approval of the January 10, 2011 meeting minutes, review of detailed 2011 budget, discussion of new walking tour brochures with cost estimate, discussion to approve expending money for the WI Landmarks newsletter, review list of buildings/sites to preserve, review of special meeting and recommended changes to the Certificate of Appropriateness design guidelines, 2012 budget items, update of the Cultural Fair on February 26, 2011, update of a Saturday review session of the Local Historic Preservation Plan, and develop a subcommittee to recruit a new Committee member.

Adjourn.

Motion by Alderman LaFontaine, second by Korth to adjourn meeting at 5:05 P.M.

All 'Ayes' Motion Carried

Respectfully submitted,

Josh Miller
Planner/Zoning Administrator